



# 2014 Local Parks & Recreation Fund

Application Workshop  
January 28-30, 2014

## Recreation Educational Services

Tennessee Department of Environment and Conservation

**Application Deadline: April 11, 2014– 4:00p.m. CST**

Tennessee Department of Environment and Conservation

Recreation Educational Services

William R. Snodgrass Tennessee Tower

312 Rosa L. Parks Avenue, 2nd Floor

Nashville, Tennessee 37243



# Local Parks & Recreation Fund (LPRF)

A 50%/50% grant funded through  
Tennessee Department of Environment &  
Conservation

**Maximum Grant Award**

**\$250,000**

**Minimum Grant Award**

**\$25,000**





# 2014 Eligible LPRF Applicants







# Eligible Applicants

- Any county government or incorporated municipality of the State of Tennessee that meets the open project closing requirement. One LPRF grant application per cycle.
- City and county may apply jointly for a project. If filing a joint project application, both agencies must provide a resolution, statement from Mayor on A&E requirement and budget information in the Open Project Selection Criteria section. Both parties must have a minimum of 20% of the match to contribute to the project.
- All previous recreation (LPRF, RTP, HPP, or LWCF) grant projects **MUST** be physically complete to be eligible for a 2014 LPRF grant. Project completion certification (PCC) form must be submitted to RES no later than **March 28, 2014**. Final reimbursement forms and documentation must be submitted no later than **April 30, 2014**.



TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION  
RECREATION EDUCATIONAL SERVICES  
WR Snodgrass TN Tower, 312 Rosa L. Parks Avenue, 2nd Floor, Nashville, TN 37243  
PH: 615-532-0748 FAX: 615-532-0732  
LWCF/LPRF/NRTF/RTP

PROJECT COST SHEET

Applicant's Name: City of Albright  
Park Name: Strawberry Fields  
Project Title: Strawberry Fields Children's Play Park

Brief Description: City of Albright plans to purchase and develop 25 acres. Development will take place and include approximately 7,000 s.f. skate park; approximately 50' x 80' playground; approximately 80' x 120' concessions/restroom; lighting, fencing and approximately 120' x 150' paved parking lot.

☐ Acquisition Only    ☐ Development Only    ☒ Acquisition and Development    ☐ Preservation (NRTF only)

GRANT ADMINISTRATION AND A/E COSTS

	Cost incurred within grant term.	Work to be Completed By:		
		Grantee Staff	Volunteers	Contractor
Architectural/Engineer Fees	\$10,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grant Administration	\$0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Administrative Costs	\$10,000			

ACQUISITION COSTS

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
25	25	
Total Acquisition Costs	10,000	

Method of Acquisition: ☒ Negotiated Purchase    ☐ Donation    ☐ Easement    ☐ Lease

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary):

X New Acreage- for acquisition or development; not previously under 6(f) protection.

       Value Added Acreage -additional development of land already under 6(f) protection

       Total Acreage (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection.

This Acquisition is: ☒ Publicly owned    ☐ ~~Privately~~ owned (RTP only)



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**LWCF/LPRF/NRTF/RTP**

**DEVELOPMENT PROJECT COST SHEET**

**Applicant's Name:** City of Albright

**Scope of Project:** Attach Professional Construction/Supplier Estimates  
(List specific line items for which funds are requested)



Line Items	# of Units	Unit Cost	Total Item Cost	To Be Completed By		
				Grantee Staff	Volunteers	Contractor
Paving	10,000 <u>s.f.</u>	2.00	20,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Playground	1	40,000	40,000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Skatepark</u> Equipment	1	40,000	40,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fencing	360 <u>l.f.</u>	27.78	10,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lighting	4	20,000	80,000	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concession/Restroom	1	210,000	160,000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DO NOT INCLUDE A CONTINGENCY</b>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total Development Cost			\$340,000			

Use Attachment if more space is needed

**TOTAL COSTS**

Total Grant Administration Costs	\$10,000
Total Architectural/Engineering Costs	\$
Total Acquisition Costs	\$100,000
Total Development Costs	\$340,000
Total Project Costs	\$450,000
Total Grant Request	\$225,000

**ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS**

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
Supplies	\$ 20,000	\$ 5,000	\$ 25,000
Personnel	\$ 30,000	\$ 30,000	\$ 60,000
Utilities	\$ 10,000	\$ 0	\$ 10,000
Equipment	\$ 3,000	\$ 1,000	\$ 4,000
Contracted Labor	\$	\$	\$
Other	\$	\$	\$
Total Annual O/M	\$ 63,000	\$ 36,000	\$ 99,000



# 2014 Eligible LPRF Projects and Matches





# LPRF Eligible Projects

## Development

- A development project encompasses the construction, expansion, or major renovation of the following:
  - Primary Facilities
  - Support Facilities







# LPRF Eligible Development Projects

**Funds may be awarded for one or a combination of sites and facilities such as:**

- Athletic fields
- Play courts
- Playgrounds
- Picnic areas
- Trails
- Picnic Pavilion
- Splash Pad
- Fishing piers
- Boat ramps and docks
- Boardwalks
- Riverwalks
- Observation towers
- Recreation buildings and structures



# LPRF Eligible Projects Acquisition

- An acquisition project will acquire real property or interests and rights therein.
- Land is to be used for parks, natural areas, greenways, and/or for public recreation facilities in perpetuity.
- No grant funds shall be used to acquire any interest in real property through condemnation or the power of eminent domain.
- Acquisition must occur within one year of the executed contract date.
- Land must be developed for the purpose identified in the application within 3 years of the acquisition if development is not included in scope of project. If development is included in scope, the entire project scope including the development and acquisition must adhere to the 2 year contract.

# Project Costs & Eligible Match





# Project Costs

- Project cost estimates must be obtained by applicant to insure the dollar amount requested will provide all elements listed in the scope of the project.
- Reimbursable expenses must be incurred during the project term as established in the grant contract and will be for cash expenditures only
  - **Exception:** The only LPRF costs eligible for reimbursement that were incurred prior to the beginning of the grant term are **land acquisition that has purchased no more than 12 months prior to grant award.**
- Architect and Engineering fees and administration fees may not exceed 15% of the total project cost





# LPRF Eligible Match Funds

An applicant may utilize one or a combination of the following types of match sources for its share of project costs:

## Development Project:

- Cash
- In-kind services, materials and equipment use costs
- Other grants – see “Match List” in manual
- Appraised fair market value of property purchased or donated not previously dedicated to recreation.

## Acquisition Project:

- Cash
- Other grants – see “Match List” in manual
- Appraised fair market value of property purchased or donated not previously dedicated to recreation.



# LPRF Eligible Matches (cont.)

- Tennessee Valley Authority (TVA) funds may be used as match.
- LPRF can be matched by federal funds such as federally funded prisons, the National Guard, etc.
- Permanent easements can be used as match.



# LPRF Ineligible Matches

- LPRF cannot be matched by other state funds such as state funded prisons, Natural Resources Trust Fund, etc.
- City or county owned property previously dedicated to recreation cannot be used as match.
- Non-permanent easements or leases cannot be used as match.



# Assurance of Match

## Applicant must include documentation:

- **Local governments-** A signed and dated resolution of the City Council or County Commission must include the following, if it is a joint application the documentation must be provided by both agencies:
  - Approval of the grant application
  - Document the source and amount of funds for the match
  - Acknowledgement of NLU to be filed on property if funded
  - Acknowledgement of a two year contract for completion of project if funded
- **Partners-** Signed and dated copy of organization minutes indicating approval of funds, donation of materials, or labor.





# Property Information





# Property Information

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## **Project Boundary Map**

- Survey
- Maps must ID boundaries, display known easements, be legally sufficient to ID area for protection as a permanent recreation site

## **Project Boundary Map Certification**

- Must be signed by lead community's Mayor

## **Legal Description**

- Deed References, Adjoining Ownership, Metes and Bounds, or Survey

## **Deed of Ownership or Lease**

- Must have clear title
- Site Control – 25 year minimum on leases
- Leases (only on publically owned land)



# Property Information continued

## Site Plan

- Must include dimensions of development included in proposed project
- Must include location of trees and water elements, if any trees are to be removed due to development that are equal to or larger than 5 inches at breast height they must be noted on plan

## Notice of Limitation of Use (NLU)

- The Mayor must sign a copy for the grant application but it is not to be recorded. If the project is funded, an NLU must be recorded before your second reimbursement (reference the deed and have the seal/stamp of the local Registrar of Deeds Office). The NLU notes the property is protected in perpetuity for public recreation.



# Acquisitions

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## Survey

- Formal survey dated and signed by a licensed surveyor

## Procurement

- According to local procurement/acquisition procedures

## Opinion of Value

- Tax Cards
- Opinion of Value from appraiser
- Once funded, a formal appraisal will be required to establish fair market value





# Appraisals

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- Formal appraisal performed by a state - licensed appraiser, if funded
- Appraisal dated no earlier than 12 months prior to grant application date
- Grant recipient has 12 months from beginning of grant contract to complete acquisition. However, development must begin within 3 years on the acquired land if the development is not part of the project scope.



# Environmental Reviews





# Environmental requirements:

- The Environmental Review portion of the LPRF grant will no longer be required in the application process for the 2014 grant cycle, but a Categorical Exclusion must be completed and signed by the Mayor to indicate they are aware of the environmental clearances if funded.
- For grant funded projects, environmental clearance from designated state and federal agencies will be obtained by the grantee after notification of the grant award.
- The grantee will be required to complete an environmental review package and send to the required agencies immediately after notification of award. Once all clearances letters are obtained, the signed Categorical Exclusion and copies of the clearance letters must be sent to RES for signatures. An example of an environmental review package will be included in the project manual for agencies that receive funding.



# Environmental requirements:

If a reviewing agency indicates a permit, study or other documentation might or would be required, grantees are responsible for contacting the agency and obtaining these additional items as part of the Environmental Review process and will have 120 days from notification of award to complete the necessary clearance items. In the case that A&E plans are necessary to obtain the reviewing agency clearances and the A&E plans are part of the grant project, contracts may be issued prior to obtaining these clearances. If RES determines that the grant contract is to be issued due to A&E plans being in the scope of the project, all clearances including permits and studies noted as being required by the environmental agencies must be obtained and agency clearance documented in writing within 120 days of the start date of contract and no reimbursements will be processed until all clearances and CE have been obtained, reviewed and signed. If an agency does not have A&E as part of the project, they will have 120 days from notification of award to obtain all necessary clearance items.





# Project requirements:

- All projects must meet current ADA standards
- All projects must have A&E stamped plans on any section of the project that is structural, mechanical or electrical. Renderings and standard construction drawings will be required on playgrounds, walking trails, ball fields, playing courts, parking lots, etc.
- All playgrounds must have an on-site inspection performed by their PARTAS Consultant upon completion
- All playgrounds must have a third party HIC test performed on safety surface upon completion of installation with PARTAS Consultant present
- All sites are protected for public recreation in perpetuity
- Applications must follow outlined format and must be submitted on CD or USB drive





# Project Review Meeting





# Project Review Meeting

PARTAS Consultants will be available to meet with prospective community's at the Consultant's office to review and discuss their possible LPRF application project scope. The intent of the meeting is to review the main components of the scope and to provide information on items that may not be applicable for LPRF funding. The meeting is not to present the application workshop, to review or provide comments on the scoring section of the application or for the Consultant to select a application project.

**The Consultant must be contacted to schedule the meeting by March 7, 2014.**

Communities are advised to bring photos of site and surrounding development, examples or drawings of proposed development and information on the ownership of the parcel to be developed or acquired.



# PARTAS Consultant Map

## TN Counties and PARTAS

(February 2013)



Gerald Parish, RES Director  
731-695-1545  
gerald.parish@tn.gov

Carroll  
Chester  
Crockett  
Gibson  
Haywood  
Henderson  
Lake  
Madison  
Obion

Mackel Reagan, PARTAS Consultant  
615-532-0755  
mackel.reagan@tn.gov

Bedford  
Benton  
Cannon  
Cheatham  
Coffee  
Davidson  
Decatur  
DeKalb  
Dickson  
Dyer  
Fayette  
Franklin  
Giles  
Hardeman  
Hardin  
Henry  
Hickman  
Houston  
Humphreys  
Lauderdale  
Lawrence

Lewis  
Lincoln  
McNairy  
Macon  
Marshall  
Maury  
Montgomery  
Moore  
Perry  
Robertson  
Rutherford  
Shelby  
Smith  
Stewart  
Sumner  
Tipton  
Trousdale  
Wayne  
Weakly  
Williamson  
Wilson

April Johnson, PARTAS Manager  
865-898-0956  
april.johnson@tn.gov

Anderson  
Bledsoe  
Blount  
Bradley  
Campbell  
Carter  
Claborn  
Clay  
Cocke  
Cumberland  
Fentress  
Grainger  
Greene  
Grundy  
Hamblen  
Hamilton  
Hancock  
Hawkins  
Jefferson  
Johnson  
Knox

Loudon  
McMinn  
Marion  
Meigs  
Monroe  
Morgan  
Overton  
Pickett  
Polk  
Rhea  
Putnam  
Rhea  
Roane  
Scott  
Sevier  
Sevier  
Sullivan  
Union  
Van Buren  
Warren  
Washington



Disclaimer:  
For demonstration and discussion purposes only.  
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02-07-2013  
Using ArcMAP 10.0





# Open Project Selection Process





# Open Project Selection Process

- Project Proposal
- Planning and Design
- Current System Development
- Management and Maintenance
- Benchmarking
- Program Compliance







# Project Proposal

- This is your opportunity to “sell” the scoring committee on your project by providing detailed answers to **ALL** of the questions in this section in the project manual.
- The questions address your community, the need for recreation and details of the project.
- This section does not apply to overall points; however, applications that do not have all of these questions answered in the Project Proposal will not be scored.
- Include clear and meaningful maps, photos and other graphics. Use standard fonts and consistent colors that show well on a large scale. Do not be too flashy or overrun graphics with non-essential items. No clip-art is permitted.
- See manual for other components that must be included in the Project Presentation



# Planning and Design (25 points)

## Detailed Scope of Project

Details should include all items to be developed with grant and dimensions of items

## Planning document

The applicant has a planning document created or revised within the past five years that includes the project and the application conforms to the plan. (Examples of planning documents include strategic plans, master plans, 5-10 year long term plans, etc.)

### Documentation Required:

- Date the plan was produced or updated
- Copy of the planning document that includes the project created or revised in the last 5 years.
- Copy of local governing board's meeting minutes or resolution as documentation of the official adoption or acceptance of plan.
- List the page number(s) where the project is referenced in the plan, tab and highlight section on page(s)



# Planning and Design

## **Recreation Budget**

Include a copy of the Parks and Recreation budget and general fund budget for the following fiscal years. Provide a written statement from Mayor indicating where in the included budget is the location of matching funds for the project.

### Documentation Required:

- Copy of the capital improvement plan/budget for parks and recreation FY14-15 and proposed FY 15-16
- If filing a joint project application, both agencies must provide budget information and a written statement from the Mayor. Both communities must have a minimum of 20% of the match to contribute to the project to file a joint project application.



# Planning and Design

## **Recreational Needs Assessment**

The recreational need of the project is determined by the results of a needs assessment in the applicant's jurisdiction. The needs assessment was conducted within the last 5 years.

### Documentation Required:

- Date the needs assessment was conducted
- Copy of needs assessment
- Results of needs assessment
- Description of the distribution method for the needs assessment. Give the date(s) of distribution and the number distributed.
- Provide the number of returned needs assessments
- Describe how the needs assessment results show support for project



# Planning and Design

## Public meetings

The applicant must conduct 3 public meetings between February 1, 2012 and April 4, 2014. These meetings are scheduled to specifically discuss the project and obtaining community comments. One of the three meetings can be conducted **prior** to a regularly scheduled meeting, i.e. City Board or County commission, but must be advertised per the community's standard procedures. One of the three meetings can be conducted via social media, but advertisement noting the availability to comment must be provided. Meetings cannot be conducted on same day of the week or same time of day and must be conducted at a reasonable time of day to allow citizens to participate. RES suggests locating a sign advertising the meeting at the project development site.

### Documentation Required:

- Date of the meeting(s)
- Copy of newspaper advertisement and/or a document describing the other means used to promote each meeting.
- Copy of meeting minutes, including a sign-in sheet and detailed documentation of the discussion and public comments on the project. Social media type meeting must provide documentation of all comments received, including screen names.





# Planning and Design

## Civic (non-governmental) Group Support

The applicant **presented** the project to **two or more** local groups to determine their support of project. Examples of groups include: civic groups, neighborhood associations, advisory boards, youth organizations, etc.

### Documentation Required:

- Copy of the groups' meeting agenda and minutes confirming the presentation for the project. The documentation should include the dates of the project presentation and the support for the project. *Letters from the established leader of the group will not meet this requirement.*

## Parks and Recreation Board Support

The applicant presented the project to their parks and recreation board and received a motion of support for project.

### Documentation Required:

- Copy of the parks and recreation board's meeting agenda and minutes from the board meeting. The documentation should include the dates of the project presentation and the support for the project. *Letters from the board chair or president will not meet this requirement.*



# Planning and Design

## Architect and Engineering Plans

Provide a copy of the Architect and Engineering plans or a letter from the Mayor indicating they are aware stamped plans will be required for all structural, mechanical and electrical plans. RES advises applicants to contact a A&E firm to get a cost estimate for the project plans to include in the grant application. A&E fees plus Administration fees can be awarded as part of the grant project but the total of A&E fees and Administrative fees must not exceed 15% of the total project cost.



# Current System Development (20 points)

Provide detailed information on the current parks in the recreation system and a list of the types of recreation the proposed project will provide.

## Documentation Required:

- The applicant must provide a numbered and detailed current inventory of recreation sites in the system.

Items to include in the details for each park are:

- 911 addresses of park
  - List of amenities and facilities
  - Acreage
  - List renovations or additions within the last 10 years
  - Provide a copy of any use or maintenance agreements
- List the types of recreation included in the proposed grant project.



# Management & Maintenance (15 points)

The applicant's commitment to operating and maintaining the project site will be scored by the following.

Provide the documentation specified in the category that best describes your current management and maintenance of facilities.

- The applicant has a **full-time Parks and Recreation Department** that will manage the project site to provide programming and to ensure adequate operation and maintenance. *Provide copy of organizational chart and job descriptions responsible for operating and maintaining the project site.*
- The applicant has a **full-time staff, such as a Public Works Department**, who will manage the project site to ensure adequate operation and maintenance. *Provide copy of organizational chart and letter of commitment from department head responsible for operating and maintaining the project site.*



# Management & Maintenance

- The applicant will manage the project site with **part-time staff or by contractual agreement** to ensure adequate operation and maintenance. *Provide ½ page summary how the site will be maintained and when open to the general public.*
- An **organized volunteer group**, such as a civic group or youth sports association, will operate and maintain the site. *Provide ½ page summary of the name of the organization that will operate and maintain the site, how the site will be maintained and when open to the general public. Attach copy of letter from the organization committing to operating and maintaining the site.*

***Current Tier II & III Benchmarked communities receive automatic points in this section if copy of current certificate is included in the Benchmarking Program section.***





# Benchmarking Program (10 points)

If the lead community's Parks and Recreation Department is a current Parks and Recreation Benchmarked Community by RES, provide a copy of your certificate. Current means that your certification is valid on April 11, 2014. If a community submitted a Benchmarking application by the November 30, 2013 deadline, the Benchmarking process must be completed and a notification from RES that the community has completed the benchmarking process must be received by community by April 11, 2014. Submission of a benchmarking application does not ensure a community will be awarded points in this section or that the benchmarking process will be completed by April 11, 2014. If a copy of the community's Benchmarking Certificate is not included, no points will be awarded.



# **RES Program Compliance** (30 points)

(nothing is provided by applicant in this section)

## **Program Compliance**

- Completing & returning Post Completion Inspections by deadlines
- Compliance issues discovered during Post Completion Inspections corrected
- Conversions
- All grant funded acquisitions having recreational development
- All past grants closed as complete and contracts fulfilled
- Participation in RES surveys, certifications, requests & evaluations

## **On-site Recreation System Inspection**

RES may conduct an ON-SITE INSPECTION that will be project focused and will include other recreational facilities in the community's system



# CD or USB Drive Format

## Documents library

sample for disk set up









- 1 Grant Application form
- 2 Project Cost Sheet
- 3 Development Project Cost form
- 4 Assurance of Match
- 5 Notice of Limitation of Use
- 6 Project Boundary Map
- 7 Project Boundary Map Certification form
- 8 Legal Description
- 9 Deed of Ownership or Lease
- 10 Survey
- 11 Title Search
- 12 Opinion of Value
- 13 Tax Map
- 14 Location and Topo Maps and directions
- 15 Photographs of Site
- 16 Preliminary Site Plan
- 17 Preliminary Floor Plan
- 18 OPSP



# CD or USB drive Format

## Documents library

### A Planning and Design






-  1 Detailed Scope
-  2 Planning Document
-  3 Recreation Budget
-  4 Recreational Needs Assessment
-  5 Public Meeting
-  6 Civic Group Support
-  7 Parks and Recreation Board Support
-  8 Architect and Engineering Plans



# CD or USB drive Format

## Documents library

18 OPSP

-  A Planning and Design
-  B Current System Development
-  C Management and Maintenance
-  D Benchmarking
-  Project Proposal Presentation





# New Items, Changes and/or Clarifications

- If A&E stamped plans are part of the scope of the project and environmental review agencies indicate additional documentation is required to clear the project that requires stamped plans, RES may determine that the grant contract for awarded projects will be executed to allow said plans to be created, but all clearances must be obtained within 120 days of contract start date and no reimbursements will be processed until the required documents, clearance letters and Categorical Exclusion are reviewed and signed.
- All projects must have A&E stamped plans on any section of the project that is structural, mechanical or electrical. Renderings and standard construction drawings will be required on playgrounds, walking trail, playing courts, parking lots, etc. A letter from the Mayor noting this requirement or a copy of current plans is required in application. If there are questions concerning the need for stamped plans, a PARTAS Consultant should be contacted.

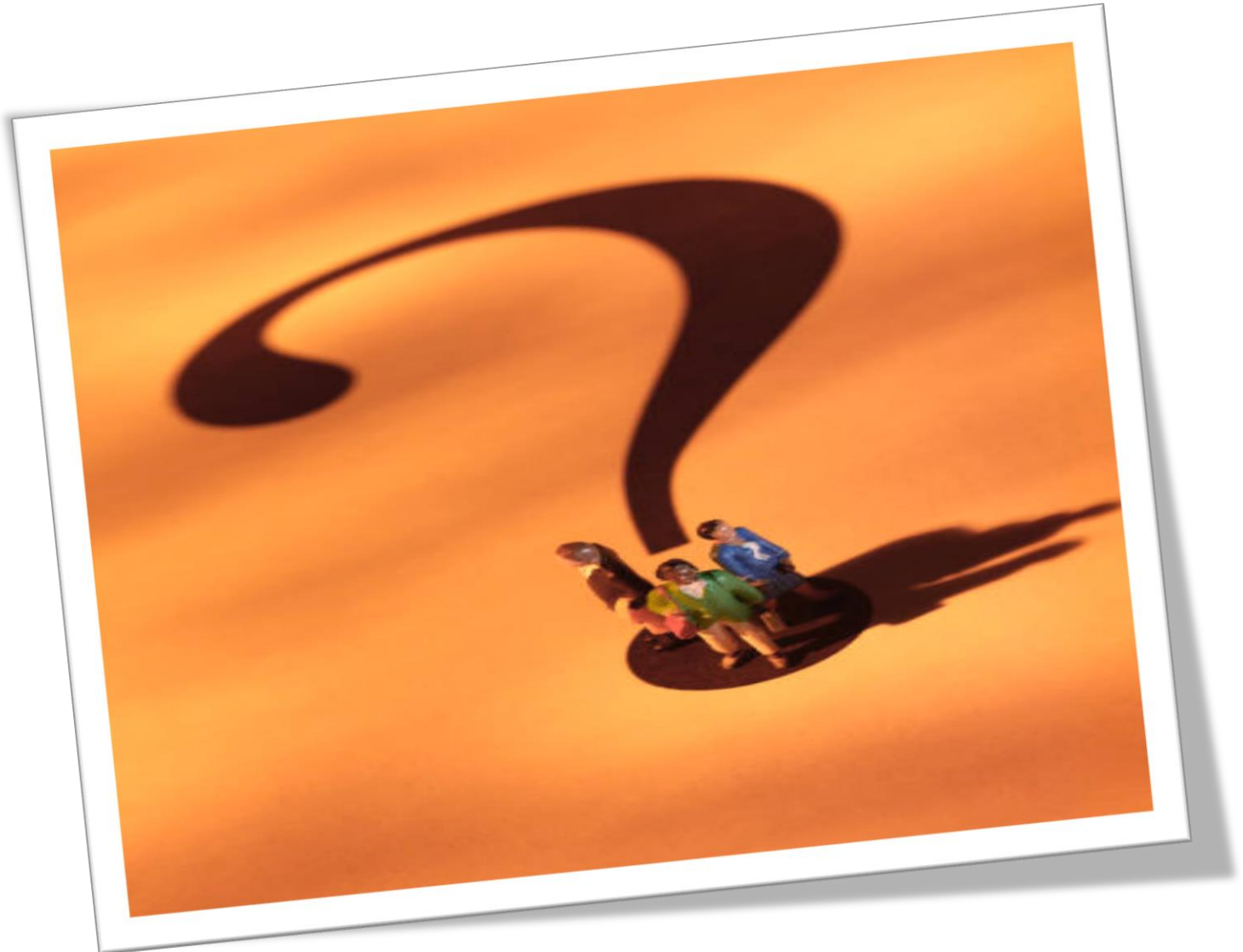


# New Items, Changes and/or Clarifications

- Project Review Meeting with PARTAS Consultant. Meeting must be scheduled by community by March 7, 2014 and will be conducted at Consultant's office. The purpose of the meeting is to review the proposed project scope and receive comments from Consultant, not to review the scoring section of the application
- Detailed scope of project including dimension of items
- Detailed site plan, including dimensions of items, location of trees and water elements and location noted of trees that will be removed by project that are equal to or greater than 5 inches in diameter at breast height
- Current system inventory
- Applicant cannot have an active LPRF, RTP, HPP, or LWCF past March 28, 2014
- No scope changes will be allowed for the 2014 cycle, applications must be for a project and project amount you can complete and match if funded
- Contracts will be for 2 year term
- All grant forms are in a single document on the RES webpage  
[LWCF/LPRF/NRTF/RTP Grant Report and Application \(CN-0429\)](#)



# Questions & Answers





# For Assistance:

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April Johnson, CPRP, CPSI  
Recreation Services Coordinator  
cell: 865-898-0956  
e-mail: [April.Johnson@tn.gov](mailto:April.Johnson@tn.gov)

Mackel Reagan, CPRP, CPSI  
PARTAS Consultant  
office: 615-532-0755  
e-mail: [Mackel.Reagan@tn.gov](mailto:Mackel.Reagan@tn.gov)



# For Assistance:

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## **Matches and Eligibility:**

Alice Burke, Grants Administrator

Office: 615-532-0765

e-mail: [Alice.Burke@tn.gov](mailto:Alice.Burke@tn.gov)

## **Land Issues:**

Debbie Smith, Grants Analyst

Office: 615-532-0051

e-mail: [Debbie.Smith@tn.gov](mailto:Debbie.Smith@tn.gov)





# For Assistance:

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## When All Else Fails:

Gerald Parish, CPRP  
Director of RES

Office: 615-532-0538

e-mail: [Gerald.Parish@tn.gov](mailto:Gerald.Parish@tn.gov)